


Maryland Judiciary Job Description

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|  | Official Title | Land Records Clerk |
| | Job Code | 2441 |
| | Business Title | Land Records Clerk |
| | FLSA Status | Non-Exempt |

POSITION SUMMARY

This position performs entry-level clerical and cashing work, involving recording, verifying, and indexing real estate and other documents and fee collection.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Provides customer service for the courts by examining, verifying, indexing, recording, scanning, numbering, entering data, microfilming, retrieving, and copying to process legal and recordable documents, especially related to land records, in order to maintain permanent record for public use.
- Processes and records land documents (i.e., Agreements, Transfers, Leases, Deeds, Mortgages, Assignments, Financing Statements, Election Returns) and issue receipt in accordance with department procedures.
- Refers to current Annotated Code and Attorney General Opinions to determine validity and taxability of the various documents to be recorded.
- Provides customers with information about recording procedures, taxation, and other problems in pre and post-settlement situations.
- Assigns liber and folio or other references to documents.
- Instructs customers on how the land records are organized and demonstrates how to search for a document in the system.
- Collects appropriate fees and calculates taxes and penalties, as appropriate.
- May perform cashier functions.
- Arranges documents in numerical sequence and prepares for batch processing.
- Prints batch lists, proofreads for possible errors and makes corrections, as necessary.
- Maintains all indices for recorded documents, e.g., Federal Tax Liens, Hospital Liens, Notices of Sale, and Plats.
- Performs related work as required.

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MINIMUM QUALIFICATIONS

Education and Experience

- A high school diploma (or GED equivalent).
- One (1) year of general clerical experience.

Preferred

- Prior cashiering and customer service experience.
- One (1) year of experience in document recordation and examination for purposes that involved the requirement to interpret laws, rules and regulations.
- Knowledge of court proceedings, rules, regulations, and court and legal terminology.

Note:

- An Associate's or Bachelor's Degree may substitute for the required years of work experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Knowledge of different types of Land Record documents.
- Instrument codes and instrument-specific indexing procedures.
- Knowledge of basic math skills

Skill in:

- Applying job-related terminology, codes, policies, procedures, rules, regulations and laws.
- Examining legal property documents.
- Communicating information effectively.
- Analyzing records, reports, and other business and financial documents and noting details and facts pertinent to the audit assignment.

Ability to:

- Operate office equipment, e.g., keyboard, special duplication equipment, typewriter, time/date document liber/folio, adding machine, numbering, and scanners.
- Operate a personal computer.
- Calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.
- Communicate in an effective, patient, and tactful manners with customers and co-workers.
- Interpret, applies, and follows a variety of written or oral instructions.
- Provide assistance, guidance and direction to others.

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- Work under pressure in a fast-paced, high volume department, handling situations requiring immediate action with a goal of avoiding a backlog.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an office or similar indoor environment.

Maryland Judiciary is an Equal Opportunity Employer.

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| Date created: | July 2015 |
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